



Stephen R. Reed, Mayor



## City of Harrisburg Variance and Special Exception Application

### INSTRUCTIONS

Please print legibly and complete all sections of the application. Applications CANNOT be processed without thorough explanations and adequate materials. **Twelve (12) copies of documentation and site plans must accompany all applications. If submitting with a land development application, then only four (4) copies are needed.** Applications must be received at the Bureau of Planning, 10 North Second Street, Suite 206, Harrisburg, PA 17101, by 5:00 p.m. on the scheduled deadline date for review at the next Planning Commission and Zoning Hearing Board meetings. Incomplete applications will be returned to you. If you have any questions regarding this form or the Zoning Hearing Board process please call the Bureau of Planning at 255-6407.

This application packet includes all of the information to help you properly fill out your application including:

- *A checklist of materials to include with the application (Note: these materials must be included or your application will be rejected)* *Page i*
- *The definition of a Variance and Special Exception and the specific requirements of each* *Page ii*
- *A fee schedule* *Page iii*
- *A schedule of the Zoning Hearing Board meeting dates and the application due dates* *Page iv*
- *An application form* *Page 1*

### Application Materials

In order for your application to be complete, please include the following information:

- ☐ The application form
- ☐ Check or money order made payable to the "City Treasurer"
  - \$250 for a Variance (\$50 for each additional Variance)
  - \$200 for a Special Exception (\$25 for each additional Special Exception)
  - \$275 for combined Variance and Special Exception applications (add \$25 for each additional Special Exception)
  - \$200 for an appeal of a Zoning Decision made by the Zoning Administrator
- ☐ A copy of the deed for the property
- ☐ A copy of the lease, option, purchase agreement, or some other legal document demonstrating that you have an agreement with the property owner giving you some interest in the property *(Please note that your application cannot be accepted without a copy of the deed)*
- ☐ Scale drawings of the property (NOTE: if the request involves creating or remodeling residential units other than a single family house, or if the request involves establishing a business, you **MUST** include interior floor plan drawings)

- ☐ Photographs of the property
- ☐ A written description of the project including:
  - What you want to do and why
  - What is the property currently being used as, and what was it used as when it was occupied
  - What will the property be used for if the Zoning Hearing Board approves your request
  - If this request involves establishing a new business, a copy of your business plan including:
    - who are your customers
    - what hours will the business be open
    - how many parking spaces does the business/property have
    - does the neighborhood support your project (submit a petition to support this)

If you are requesting a **Floodplain Special Exception**, you must also include:

- ☐ Scale drawings of the property and the building, addition, deck, fence, etc.
- ☐ A letter from a Registered Architect or Professional Engineer certifying that the construction materials and methods are suitable for construction in the 100-year floodplain. This letter must include the professional certification seal (see page iii)

### **Important information on Special Exceptions:**

The City of Harrisburg has three types of special exceptions:

1. Modification of specific dimensional or qualitative provisions, such as yard setbacks; building height, floor area, parking lot design standards, required number of parking spaces, screening and buffering, signs, converting from one non-conforming use to another, or expanding a non-conforming use.
2. Use of a property that is allowable only by special exception in the zoning district that your property is located within.
3. Construction in the 100-year floodplain.

The following criteria must be met prior to the issuance of a special exception:

- The use, structure, or action authorized by the special exception will not be contrary to the preservation of the general character of the neighborhood.
- The following factors affecting the site's relationship with the neighborhood will be considered:
  - A. Ingress/egress to site;
  - B. Off street parking;
  - C. Location, availability and compatibility of utilities;
  - D. Refuse and service areas;
  - E. Screening/buffering;
  - F. Signs and exterior lighting;
  - G. Required yards, setbacks, and open space ;
  - H. Size, bulk, use and general character of a proposed structure compared to that of the surrounding area;
  - I. Any other factors which may affect compatibility;
- Conditions may be attached to the approval to further insure compliance with the zoning ordinance.

### **Approval for construction in the 100-year floodplain also requires:**

- ✓ a site plan with elevations respective to the 100-year floodplain

- ✓ an accompanying letter from a Registered Architect or Professional Engineer certifying that the construction materials and methods are suitable for construction in the 100-year floodplain. This letter must include the professional certification seal.

*Note:* The certified letter from a Registered Architect or Professional Engineer must at least include the following statement verbatim:

**“...certify that the floodproofing methods are adequate to withstand the flood depths, pressures, velocities, impact, and uplift forces and other factors associated with the one hundred (100) year flood.”**

Please refer to the floodplain ordinance for more specific requirements pertaining to this type of application.

### **Important information on Variances:**

A variance is needed if your proposed use of a building or structure, or the type of structure proposed is not permitted in the zoning district in which it is located.

In order for you to be granted a variance, you must meet the following five criteria:

- That there are unique physical circumstances or conditions peculiar to the particular property and that the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of the zoning ordinance.
- That due to the physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance.
- The applicant has not created an unnecessary hardship.
- That the variance, if granted, will not alter the essential character of the neighborhood or impair the development of adjacent property.
- That the variance, if granted, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.

### **Zoning Hearing Board Fees**

<b>Special Exception</b>	<b>\$200</b>
Each additional request on the same application	<b>\$25</b>

<b>Variance</b>	<b>\$250</b>
Each additional request on the same application	<b>\$50</b>

<b>Combination Variance and Special Exception</b>	<b>\$275 for the first Variance and Special Exception</b>
	<b>\$25 for each additional Special Exception</b>

Any application that is a combination request for a variance and special exception will be charged for a variance and an additional request special exception. Thus, an application requesting both a variance and special exception will be charged  $\$250 + \$25 = \$275$  total.

<b>Appeal of the Zoning Administrator's decision</b>	<b>\$200</b>
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## HARRISBURG LAND USE BOARDS / 2005 SCHEDULE

(All meetings take place in Room 213, City Government Center, unless otherwise noted.)

HARB

### Harrisburg Architectural Review Board

Meeting time: 6:00 P.M.

Meeting Date (1 <sup>st</sup> Monday unless noted)	Application Submission Deadline (Friday)
JANUARY 3, 2005	<i>December 17, 2004</i>
FEBRUARY 7, 2005	<i>January 28, 2005</i>
MARCH 7, 2005	<i>February 25, 2005</i>
APRIL 4, 2005	<i>March 24, 2005 (Thursday)</i>
MAY 2, 2005	<i>April 22, 2005</i>
JUNE 6, 2005	<i>May 20, 2005</i>
JULY 11, 2005 (2 <sup>nd</sup> Monday)	<i>June 24, 2005</i>
AUGUST 1, 2005	<i>July 22, 2005</i>
SEPTEMBER 12, 2005 (2 <sup>nd</sup> Monday)	<i>August 26, 2005</i>
OCTOBER 3, 2005	<i>September 23, 2005</i>
NOVEMBER 7, 2005	<i>October 28, 2005</i>
DECEMBER 5, 2005	<i>November 23, 2005 (Wednesday)</i>
Deadline for January 9, 2006 meeting: <i>December 23, 2005</i>	

HPC

### Harrisburg Planning Commission

Meeting time: 6:30 P.M.

Meeting Date (1 <sup>st</sup> Wednesday unless noted)	Application Submission Deadline (Friday)
JANUARY 5, 2005	<i>December 10, 2004</i>
FEBRUARY 2, 2005	<i>January 14, 2005</i>
MARCH 2, 2005	<i>February 11, 2005</i>
APRIL 6, 2005	<i>March 11, 2005</i>
MAY 4, 2005	<i>April 8, 2005</i>
JUNE 1, 2005	<i>May 13, 2005</i>
JULY 6, 2005	<i>June 10, 2005</i>
AUGUST 3, 2005	<i>July 8, 2005</i>
SEPTEMBER 7, 2005	<i>August 12, 2005</i>
OCTOBER 5, 2005	<i>September 9, 2005</i>
NOVEMBER 2, 2005	<i>October 14, 2005</i>
DECEMBER 7, 2005	<i>November 10, 2005 (Thursday)</i>
Deadline for January 4, 2006 meeting: <i>December 9, 2005</i>	

ZHB

### Zoning Hearing Board

Meeting time: 6:00 P.M.

Meeting Date (2 <sup>nd</sup> Monday unless noted)	Application Submission Deadline (Friday)
JANUARY 10, 2005	<i>December 10, 2004</i>
FEBRUARY 28, 2005 (4 <sup>th</sup> Monday)	<i>January 14, 2005</i>
MARCH 14, 2005	<i>February 11, 2005</i>
APRIL 11, 2005	<i>March 11, 2005</i>
MAY 9, 2005	<i>April 8, 2005</i>
JUNE 20, 2005 (3 <sup>rd</sup> Monday)	<i>May 13, 2005</i>
JULY 18, 2005 (3 <sup>rd</sup> Monday)	<i>June 10, 2005</i>
AUGUST 8, 2005	<i>July 8, 2005</i>
SEPTEMBER 26, 2005 (4 <sup>th</sup> Monday)	<i>August 12, 2005</i>
OCTOBER 17, 2005 (3 <sup>rd</sup> Monday)	<i>September 9, 2005</i>
NOVEMBER 14, 2005	<i>October 14, 2005</i>
DECEMBER 12, 2005	<i>November 10, 2005 (Thursday)</i>
Deadline for January 23, 2006 meeting: <i>December 9, 2005</i>	



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## City of Harrisburg Variance and Special Exception Application

<b>Primary Property Address</b>	<b>Zoning District</b>
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**Two or More Parcels?**      **Yes**      **No**

Please list the additional property addresses and parcel numbers:

\_\_\_\_\_

\_\_\_\_\_

**Application Type (check one):**

- ☐ Special Exception
- ☐ Variance
- ☐ Combo (Variance and Sp. Exception)
- ☐ Floodplain Special Exception

**Explain what you want to accomplish and the reason why the request for a Special Exception or Variance should be granted (use additional sheets if necessary). Be specific.**

\_\_\_\_\_

\_\_\_\_\_

### **Applicant**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### **Applicant's Status**

(Circle One)

Owner

Lessee

Equitable Owner

Contract Purchaser

### **Main Contact for the Project**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Site Plan Designer (if applicable)**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Property Owner**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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**Items To Be Submitted With This Application.**

Failure to do so WILL delay the review process.

- |   |   |
|---|---|
| <input type="checkbox"/> Check made payable to the “ <b>City Treasurer</b> ” for the correct amount (see the fee schedule)  | <input type="checkbox"/> <b>For construction in the 100-year floodplain include the following additional items:</b>   |
| <input type="checkbox"/> Proof of legal standing including a deed, lease, option, etc.  | <input type="checkbox"/> A site plan and elevation drawings   |
| <input type="checkbox"/> Scale drawings of the existing property and/or building ( <b>12 copies</b> )   | <input type="checkbox"/> Represent the level of the water on those drawings given a 100-year flood event  |
| <input type="checkbox"/> Scale drawings of the proposed change(s) ( <b>12 copies</b> )  | <input type="checkbox"/> A letter from a registered architect or engineer certifying the construction materials and methods are suitable for construction in the 100-year floodplain. The letter must include the professional certification seal |
| <input type="checkbox"/> <b>Four (4) copies</b> of the scale drawings, in place of the 12 requested above, when submitting an application with a land development or subdivision plan |   |
| <input type="checkbox"/> Photographs  |   |
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**APPLICANT / OWNER CERTIFICATION**

**I hereby certify that the proposed work is authorized by the owner of record and that I agree to conform to all applicable laws of this jurisdiction. I understand that any falsification could lead to denial or criminal penalties, or revocation of any permit pursuant to this application. I agree that work will not begin before receiving final approval.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

*The owner must sign this application. The applicant signature is required when different from owner.*